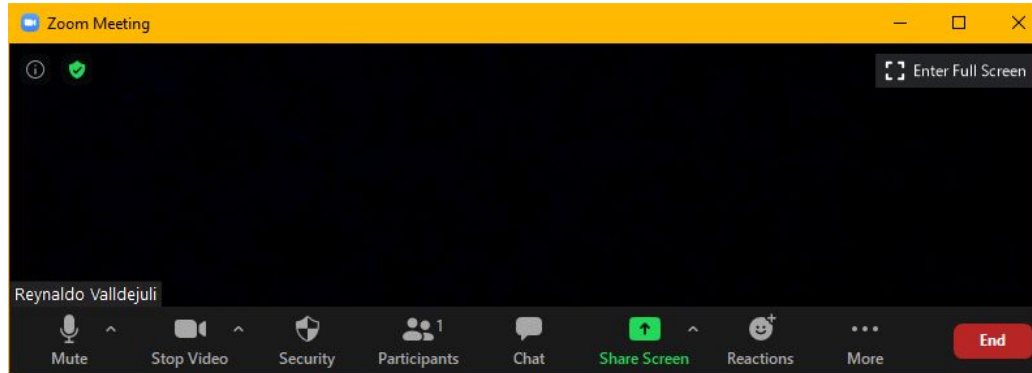


# Zoom Meeting Preparation

- Please make sure your phone or computer is muted to minimize background noise.
- To do this, hover over the bottom left-hand side of your screen and click “Mute.”
- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
- To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”
- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.



# Louisiana Believes

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## Special Education Reporting System Office Hour September 17, 2020

Visit the [System Support page](#) for a copy of this webinar.

# Objectives

- Benchmark Calendar
- Answer questions regarding Oct 1 IDEA Collection.
- Address any issues and concerns regarding data collections
- LEADS Inquiry
- Upcoming SER Webinar
- Communications and Support



# Benchmark Calendar

- Provides information to guide LEAs in submitting data for all data collection periods for each LDOE Application System. Includes, Audits, Collection Open Dates, Collection Deadline Dates, Action Items.
- Posted on the [System Support page](#). Latest Revision: **09-10-20**

## 2020-21 Benchmark Calendar

### Worksheet Descriptions:

**Benchmarks:** Action Items by collection/category for all systems

**Key Dates:** Major Collection Dates and Key Terms

**Systems tabs** (AFR, CIS, CUR, ECCS, eScholar, PEP, SER, SIS, TSDL, etc.)

**Webinars & Trainings:** Data Coordinator Webinar dates/link and Statewide collaboration dates

To review specific information, **filter** the **Action Item** column by **COLOR**

Audits

Collection  
Open  
Dates

Collection  
Deadline  
Dates

Intermediate  
Benchmark  
Dates

Final Data  
Pulls and  
Report  
Runs

[Return to Benchmarks  
tab](#)

User Guide

User Guides are posted on the Louisiana Believes website (under Data Systems).

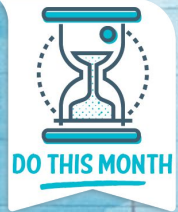
**2020-21 Student Information System (SIS)** -- Provides a method of collecting student demographic, attendance, discipline, class schedule and free and reduced lunch data. For assistance, email [Tara.Baylot@la.gov](mailto:Tara.Baylot@la.gov) or [SystemSupport@la.gov](mailto:SystemSupport@la.gov)

Month	Date	System	Collection/Category	Action Item
-------	------	--------	---------------------	-------------

In each tab, you can review specific information, by filtering the columns by COLOR, date, system, and collection:

- Benchmark tab - Lists year-long summary of action items for ALL systems
- Key Dates - Lists major collection dates
- System tab - Lists action items by system





# October 1 IDEA Collection Special Education Reporting System (SER)

Collection Name	Application System – What Data Is Collected	Schedule
<b>Oct 1 IDEA Collection</b> <ul style="list-style-type: none"><li>Special Education Reporting (SER)</li></ul>	<ul style="list-style-type: none"><li><b>IDEA Oct 1:</b> The count for the Individuals with Disabilities Education Act (IDEA) collection is as of October 1. The collection of this data is used for funding and federal reporting.</li></ul>	<ul style="list-style-type: none"><li><b>IDEA Count Deadline:</b> <b>October 30</b></li><li><b>Preliminary Run Date:</b> <b>September 18</b></li></ul>



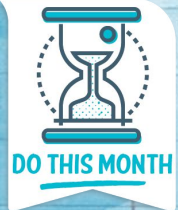
# October 1 IDEA Collection Special Education Reporting System (SER)

**IDEA SER Data Criteria:** Students with disabilities must have the following in SER to be included in the IDEA Child Count

- a current Evaluation,
- a current IEP,
- and receiving services as of October 1 to be included in the IDEA Child Count.

## **IDEA Preliminary Reports: Reports to run and verify**

- IDEA - IDEA Counted, Not Counted, NEW FAPE Counted, Not Counted, and summary, FED Eval Listing Pub/Private and summary, SER/SIS, SER/SIS (Child Count Compare), SIS/SER Cross Checks
- Personnel Table - Personnel Table 2 Detail, Personnel Table 2 Summary, and IDEA Services Listings



# October 1 MFP/IDEA Fall Collection SIS SER Combined Validation Reports

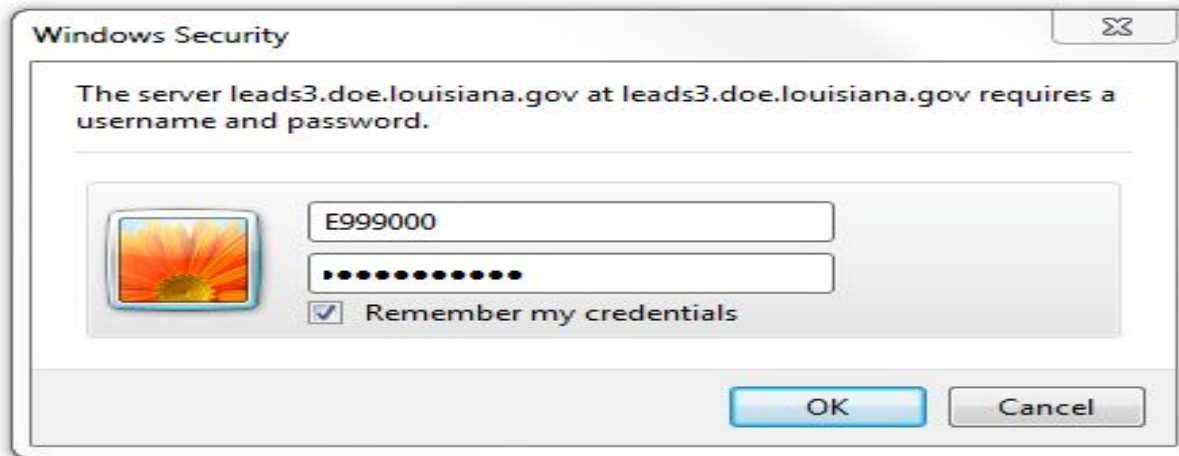
SIS/SER combined Validation Reports and Rosters for the Oct 1 MFP and IDEA collections will be dropped to the [DM FTP](#) during the week 10/5, 10/12, 10/19, 10/26, and 11/9 (Final).

\*Check with your Security Coordinator or DM FTP contact to retrieve this document from your LEA [DM FTP](#)

SER Validation Report Elements	SER Validation Roster Elements
<p><b>Funding - SER IDEA</b></p> <p><b>IDEA Enrollment:</b></p> <ul style="list-style-type: none"><li>• SER Oct 1 IDEA Counted</li><li>• 2019-2020 Oct 1 IDEA Counted</li><li>• SER Oct 1 IDEA Not Counted</li></ul> <p><b>SER without SIS:</b></p> <ul style="list-style-type: none"><li>• SER/SIS Cross Check (Child Count Compare) Report</li><li>• SIS/SER Cross Check Report</li><li>• SER/SIS Cross Check Report</li></ul>	<ul style="list-style-type: none"><li>• Roster of students reported in SER but not in SIS</li></ul>

# Accessing LDOE LEADS

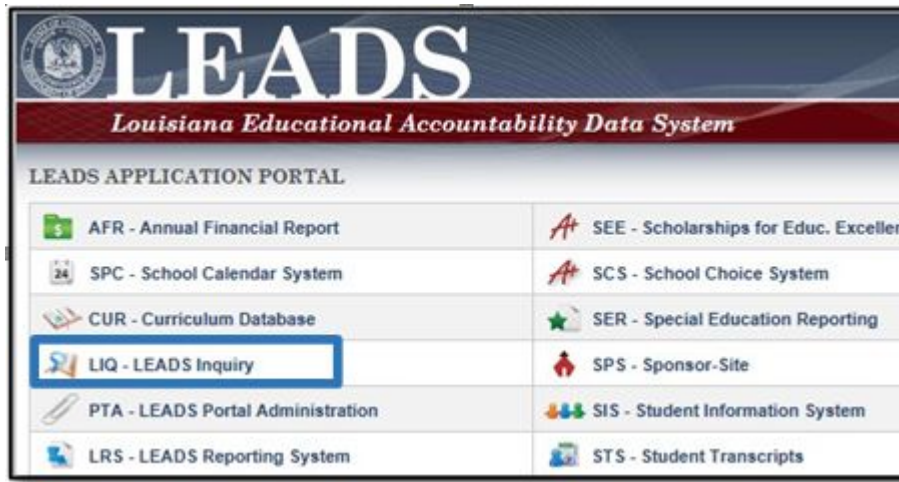
- Authorized users have the ability to access LDOE Application Systems directly through the LEADS Portal at <https://leads3.doe.louisiana.gov/ptl/>
- Authorized users must enter a **User ID** and **Password** on the ***LDOE login screen***





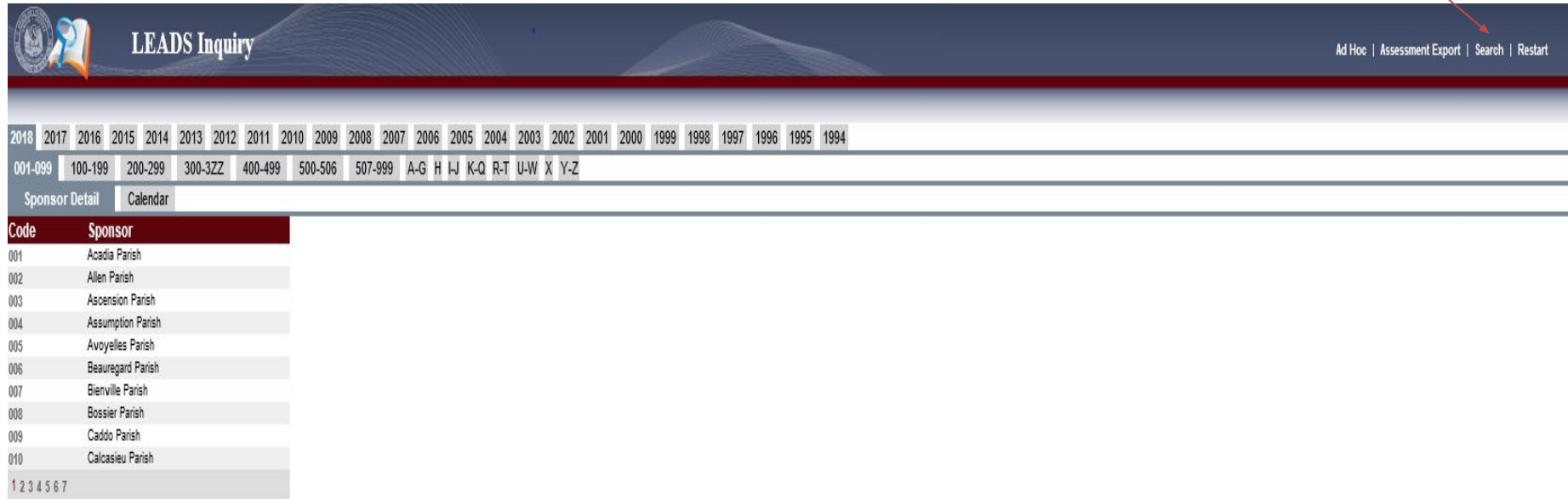
# LEADS Portal

- On the LEADS Portal, users will see each system for which they have permissions to use, so your screen may look a little different.
- Click **LIQ – LEADS Inquiry**.



# LEADS Inquiry

Opening screen for LEADS Inquiry (LIQ)  
-Click on Search



The screenshot shows the LEADS Inquiry (LIQ) opening screen. At the top left is the Louisiana Department of Education logo. The title 'LEADS Inquiry' is centered. In the top right, there is a navigation bar with links: 'Ad Hoc', 'Assessment Export', 'Search', and 'Restart'. A red arrow points to the 'Search' link. Below the navigation bar is a horizontal menu with years from 2018 to 1994 and a range of codes from 001-099 to Y-Z. Below this is another horizontal menu with 'Sponsor Detail' and 'Calendar'. The main content area displays a table of sponsors.

Code	Sponsor
001	Acadia Parish
002	Allen Parish
003	Ascension Parish
004	Assumption Parish
005	Avoyelles Parish
006	Beauregard Parish
007	Bienville Parish
008	Bossier Parish
009	Caddo Parish
010	Calcasieu Parish

1 2 3 4 5 6 7

# LEADS Inquiry

Selecting “Search” will open the screen below:  
-Select “Student”



## Search Criteria

Search for:

☐

Site

☐

Staff

☐

Student

☐

Assessment

*Choose Site, Staff, or Student.*

# LEADS Inquiry

In the beginning of the school year search by 2019 (EOY Processing Period) or 2020 (Oct 1. MFP) to locate students in LIQ.

### Search Criteria

Search for:

☐ Site ☐ Staff ☒ Student ☐ Assessment

Beginning School Session Year:

2018 ▼

Last Name:

First Name:

Date of Birth:

Student ID:

Processing Period:

Oct. 1 MFP ▼

Search

You must enter either Last and First Name or Student ID. Partial names are allowed. Date of Birth is optional, but should be entered if known.

Enter search criteria and click 'Search'

# LEADS Inquiry

Once LIQ has located your student. You will see the record below.  
-Click on “Select”

Student	Enrollment	Class Schedule	Discipline	504	Report	History	Assessments
	Code	Site				ID	Name
Select							



# LEADS Inquiry

Then select the “History” tab.

Student	Enrollment	Class Schedule	Discipline	504	Report	History	Assessments
Select	Code	Site	ID	Name	<input checked="" type="radio"/> Match on Student ID <input type="radio"/> Match on GUID		
Entry Dt	Reason	Exit Date	Reason	Grade	Site		
8/9/2012	C3			03	026038		
8/9/2012	E1	9/28/2012	09	03	395001		
8/9/2013	E1			04	026038		
8/8/2014	E1	8/8/2014	09	05	026038		
1	2						

# LEADS Inquiry

Selecting the History tab will allow you to view students entry and exit information.

-Click on the previous or current “Entry DT”.

Student	Enrollment	Class Schedule	Discipline	504	Report	History	Assessments
Select	395001	Martin Behrman Elementary School	6448549854	R JUL			

<input checked="" type="radio"/> Match on Student ID		<input type="radio"/> Match on GUID			
Entry Dt	Reason	Exit Date	Reason	Grade	Site
8/9/2012	C3			03	026038
8/9/2012	E1	9/28/2012	09	03	395001
8/9/2013	E1			04	026038
8/8/2014	E1	8/8/2014	09	05	026038
1 2					

Name:		Proc. Per.:	9 - EOY
Student ID:			
Birth Date:	xx/17/xxxx	Ethnicity:	Hispanic=N
Sex:	M - Male	Race:	Am Indian=N Asian=N Black=Y Pac Islander=N White=N
Entry Date:	8/8/2014	Entry Reason:	E1 - ORIGINAL ENROLLMENT
Exit Date:	8/8/2014	Exit Reason:	09 - TRANSFER-LA PUB SCH
Sponsor:	026 - Jefferson Parish		
Site:	026038 - Harahan Elementary School		

# LEADS Inquiry – Assessment

You can also use LIQ to access students assessment scores.



Select **Assessment**. This will bring up a student ID box and search button. Enter the student's Louisiana Secure ID and click **Search**.

A screenshot of a search criteria form. At the top, it says "Search Criteria". Below this are four radio button options: "Site", "Staff", "Student", and "Assessment". The "Assessment" option is selected and highlighted with a blue rectangular box. Below the radio buttons is a text input field containing the number "1234567890", which is also highlighted with a blue rectangular box. At the bottom of the form is a "Search" button, also highlighted with a blue rectangular box.

# LEADS Inquiry – Assessment

Students Assessment History. Once the student's test history loads in the area below, you have the option of downloading the results in Excel or printing them.

Download Assessments

Print

LASID: [REDACTED]  
Run Date: 9/19/2018

LEAP-ILEAP

First Name	Last Name	Program Name	BSSY	History ID	Currently Enrolled_School Code	Grade	ELA Scale Score	Reading Scale Score	Reading Total Standard Score	Language Standard Score	Math Scaled Score	Math Total Standard Score	Science Scaled Score	Science Standard Score	Social Studies Scaled Score	Social Studies Standard Score	File Creation Date
<div style="background-color: black; width: 60px; height: 60px;"></div>	ILEAP	2012	1755616	026038	03	APP: 276	BLW: 260	:	:	:	BAS: 321	:	APP: 268	:	APP: 283	:	6/30/2015 12:00:00 AM
	Grade	2011	1755616	026038	02	:	:	32: 159	13: 150	:	20: 155	:	:	:	:	:	6/30/2015 12:00:00 AM
	LEAP	2013	1755616	026038	04	APP: 288	:	:	:	:	MAS: 391	:	APP: 287	:	APP: 287	:	6/30/2015 12:00:00 AM

PARCC

EOC

ELDA

# LEADS Inquiry - Assessment Export

Ad Hoc | **Assessment Export** | Search | Restart

**Exporting:** If instead of searching for a single student, you would like to download the results for every school/LEA for which you have permission to view, click **Assessment Export** in the top, right of the screen (after logging into LEADS and LIQ).

 LEADS Inquiry

Ad Hoc | Assessment Export | Search | Restart

Beginning School Session Year

From: 2019 ☐ All Years

To: 2019

District Code

001 - Acadia Parish ☐ All District Codes

School Code

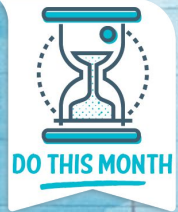
001005 - Church Point High School ☐ All School Codes

Records To Export

Students Tested

Export Assessments to CSV



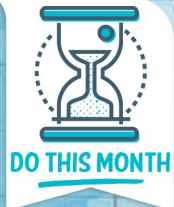


# Special Education Reporting System (SER) Q & A Office Hours

## SER Question and Answer Office Hours

- **Date and Time:** September 24, 2020 at 10 a.m. (CST)
- **Advance Registration:** [Registration Link](#)
- **Webinar Name:** SER October 1 IDEA Child Count
- **Meeting ID:** 984 3716 3907

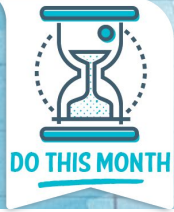
After registering, you will receive a confirmation email containing information about joining the meeting. If there are agenda items and/or topics you would like to include for a future webinar, please email your suggestions to [Bernetta.Sims@la.gov](mailto:Bernetta.Sims@la.gov)



# LDOE Weekly Newsletters

- The **Data** section provides information and reminders about data reporting.
- To subscribe, email [doecommunications@la.gov](mailto:doecommunications@la.gov)
- Previous issues of the newsletters can be found in the Department's [newsroom](#).

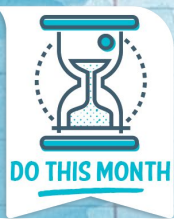




# Who to contact for support

**Email the system data managers listed below if you need assistance with the collections.**

- Data Systems Manager: [Sherry.Randall@la.gov](mailto:Sherry.Randall@la.gov)
- Annual Financial Reporting (AFR): [Yaxin.Lu@la.gov](mailto:Yaxin.Lu@la.gov)
- Special Education Reporting (SER) & Teacher Student Data Link (TSDL): [Bernetta.Sims@la.gov](mailto:Bernetta.Sims@la.gov)
- Student Information System (SIS) and School Calendar (SPC) and Sponsor Site System (SPS) :  
[Tara.Baylot@la.gov](mailto:Tara.Baylot@la.gov)
- Student Transcript System (STS), Curriculum (CUR): [Barrett.Adams@la.gov](mailto:Barrett.Adams@la.gov)
- Profile of Educational Personnel (PEP): [Michael.Zanovec@la.gov](mailto:Michael.Zanovec@la.gov) [Jara.Bode@la.gov](mailto:Jara.Bode@la.gov)
- Early Childhood CLASS: [Anantha.Lakkakula@la.gov](mailto:Anantha.Lakkakula@la.gov)
- eScholar Unique ID, DirectMatch, StaffID; and CVR: [Jayanthi.Sothirajah@la.gov](mailto:Jayanthi.Sothirajah@la.gov)
- 2020-21 System Enhancements: [Kaylie.Loupe@la.gov](mailto:Kaylie.Loupe@la.gov)
- School Finder and Principal and Superintendent Secure Portal assistance: [SystemSupport@la.gov](mailto:SystemSupport@la.gov)



# Louisiana Secure ID System (eScholar)

## Who to contact for support

Who to Contact for Support	For assistance with:
<a href="mailto:Anantha.Lakkakula@la.gov">Anantha.Lakkakula@la.gov</a>	<ul style="list-style-type: none"><li>• Split a Shared LASID or Retire a Duplicate LASID</li><li>• LASID Audits</li></ul>
<a href="mailto:SystemSupport@la.gov">SystemSupport@la.gov</a>	<ul style="list-style-type: none"><li>• Uniq-ID, DirectMatch or StaffID general questions</li><li>• eScholar User Access and Role Based Questions</li></ul>
<a href="mailto:LouisianaSecureID@escholar.com">LouisianaSecureID@escholar.com</a>	<ul style="list-style-type: none"><li>• eScholar FTP/Credentials folders/HiSet folders</li><li>• Software bugs (system outage, security issues etc.)</li><li>• Administrative functions such as system settings and configurations</li><li>• File Format/Upload Questions</li><li>• Requests for utilizing web services</li></ul>
Your LEA Security Coordinator	<ul style="list-style-type: none"><li>• System access for new users</li><li>• Assistance with your eScholar login/password</li></ul>
<a href="mailto:Wen.Fan@la.gov">Wen.Fan@la.gov</a> or <a href="mailto:LDEData@la.gov">LDEData@la.gov</a>	<ul style="list-style-type: none"><li>• Security Coordinators needing credentials or assistance provisioning their LEA staff with system access</li></ul>